



April 20, 2010

**TO:** Tim Bellamy, Chief of Police

**FROM:** Internal Audit Division

**SUBJECT:** Safety Town Program Review for 2009

The Internal Audit Division has completed a review of the Safety Town Program for the period January 1 through December 31, 2009. Safety Town is an educational program for kids aged 5 to 6 that is designed to teach children "safety lessons on strangers, traffic, pedestrians, fire, bicycles, bus, poisons, water and guns." The program is set-up in six sessions; each lasting two hours daily for two weeks. Safety Town is run by the Police Department and the help of student volunteers aged 12-16 years old.

Safety Town is registered as a not-for-profit with the State of North Carolina and is funded through donations. The budget is kept apart from the Departmental budget and the funds are fully segregated. Safety Town also receives revenue from the sale of t-shirts and group photos. During 2009, there were total expenditures of \$13,380.82, total revenue of \$19,945.48 and net proceeds of \$6,564.66. The large amount of revenue was due to the restitution payment of \$15,600.35.

The objectives of our review were to:

- Verify that revenue and expense statements reconcile to the bank statements.
- Verify that the names from the sales receipts match the list of session participants.
- Verify that volunteers received the accurate number of rewards based on session attendance.
- Determine if the list of supplies and equipment are in use for purposes of Safety Town.
- Verify that there are controls for handling of funds and written procedures for handling of money and program operations.

#### **Expenses**

We received the Safety Town notebook from Cpl. Robyn McDonald, School Safety Officer, with the expense and revenue sheets as well as a spreadsheet of all transactions for the year. We also received, as part of the notebook, copies of the bank statements from January through December of 2009. For each expense and revenue transaction there was an applicable receipt. Included with the receipts for revenue were copies of checks from donations as well as receipts from sales.

To verify that the ledgers matched the bank statement, we compared Cpl. McDonald's reconciliation with the bank statements. The ledgers matched the banks statements and all items recorded on the statements were listed on the reconciliation.

#### **Receipts**

We received the yellow copies of the receipts from all six sessions of Safety Town as well as the participant list for the corresponding sessions. We were able to match most of the receipts to individual participants for each session; the unmatched receipts were donations. The total of receipts for each session also matched the deposits made according to both the reconciliation and the bank statements.

### **Volunteers**

We received a compiled a list of the program volunteers for Safety Town 2009 from Cpl. McDonald. The list included sessions attended and rewards received. For a volunteer to receive a reward, they must either work 20 or more hours at a session or 40 or more hours in a session group (ex: 1-2, 3-4, and 5-6). For attending 20 or more hours in one session they received a \$5 Chick-fil-A card and for 40 or more hours in a session group they received a \$10 Friendly Center gift card.

To verify that each volunteer received the accurate number of rewards, we compared the sessions attended with the rewards given. The volunteer list and the rewards given matched completely with no errors.

### **Inventory**

After receiving a list of supplies and equipment from Cpl. McDonald, we viewed the supplies located in the trailer. We tested 25% of the supplies on the list and all of the items were accounted for and located in the equipment trailer. We also looked at the new equipment that was purchased this past year. The computer, external hard drive, and printer were at Cpl. McDonald's residence; we did visit her residence and the equipment was present and in use.

In addition to viewing the trailer and off-site equipment, we made a visit to Safety Town at Jaycee Park. The campus of Safety Town included a new sign, new street signs, two new storage buildings and was newly paved. The sign, street signs and storage buildings were donated by the Kiwanis. The street was paved by the City and Safety Town paid for the materials. We received the invoice for the paving supplies and reviewed the work order in DataStream.

### **Operational and Financial Procedures**

Funds for Safety Town are handled by Cpl. McDonald. A receipt is kept for all purchases and attached to an entry page in the Safety Town notebook. Both Cpl. McDonald and Lt. George Hunt, Executive Officer of the Operational Support Division, have access to the bank account and both of their signatures are required for checks. Cpl. McDonald reconciles the account and the reconciliation is signed by Lt. Hunt.

During the sessions, money is collected and receipts written by the School Resource Officers. The officers count the money and then give it to Cpl. McDonald who double counts and prepare the deposits. The funds are normally deposited the same day of collection since they average \$1,000 per session.

For the review period, there were written operational and financial procedures. The procedures are detailed and appear to contain adequate controls for both operations and cash handling.

As of program year 2010, the Nat Greene Kiwanis Club of Greensboro is handling the administration of Safety Town. The not for profit has been renamed Safety Town, Inc and has a board of directors which include 3 City of Greensboro Police Officers and 3 members of the Kiwanis. Cpl. McDonald, as a current board member, will continue to assist in the operations of Safety Town.

We would like to thank the Police Department for their assistance and cooperation during this review. If there are any questions concerning the details of this review, please call us at 373-2230.



Kimberly Strickland  
Internal Auditor



Len Lucas  
Internal Audit Director

cc: Bob Morgan, Deputy City Manager  
Michael Speedling, Assistant City Manager for Human Resources & Public Safety

Internal Audit Division  
Executive Department  
City of Greensboro



May 11, 2010

**TO:** Tim Bellamy, Chief of Police  
**FROM:** Internal Audit Division  
**SUBJECT:** Response to Safety Town Program Review for 2009

We have received and agree with the response from the Police Department.

We would like to thank the Police Department for their response to this review. If there are any questions concerning the details of this review, please call us at 373-2230.

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Police Department  
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May 10, 2010, 2010

**TO:** Internal Audit Division – Kimberly Strickland  
**FROM:** Timothy R. Bellamy, Chief of Police  
**SUBJECT:** Response to Audit (Safety Town Program Review for 2009)

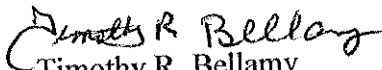
The Internal Audit Division conducted a review of the police department's Safety Town Program. The review covered the period January 1 through December 31, 2009.

The auditor reviewed and examined five topical areas, they are as follows:

1. Expenses
2. Receipts
3. Volunteers
4. Inventory
5. Operational and Financial Procedures

After completing the examination and review of the Safety Town Program, no discrepancies or issues were noted in the auditor's report. There are no recommended follow-ups from this review.

I commend the Internal Audit Division and Auditor for their work with this review.

  
Timothy R. Bellamy  
Chief of Police

Cc: Bob Morgan, Deputy City Manager  
Michael Speedling, Assistant City Manager

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